



Cardholder Application

Please Note: Applications for Students Require a "Student Application Form"

Procurement Card Program

Cardholder Information

Cardholder Name: _____ CWID: _____

Department: _____ Office Location: _____

Campus Phone: _____ Campus Email: _____

Date of Birth: _____

Card Defaults

Default Index: _____ Default Account: _____

(Cannot Be a Sponsored Project or Gift Fund)

Cycle Credit Limit: _____ Single Purchase Limit: _____

(Max \$20,000) (Max \$4,500)

Alternate Reallocator: _____

(To be used if someone else reallocates transactions)

Cardholder Acknowledgment & Certification of Signature

I understand that I am permitted to make only those purchase that are in compliance with the School's policies and procedures including but not limited to:

- ☐ Financial Policies
- ☐ Procurement Rules
- ☐ Direct Charge Policies

I also understand that the card is the property of the Colorado School of Mines, assigned to me by my Department and that at any time my Department Head or the Procurement Card Administrator can decide that I no longer may use the card. Upon transfer from the department or termination of employment with Mines, I agree to return this card to my supervisor, Department Head, or the Procurement Card Administrator, for immediate cancellation. I also understand that before I will be given the P-Card I must complete a training given by the Procurement Card Administrator.

Cardholder Signature

Date

Approving Officials' Signature

Date

Approving Officials' Printed Name

Date

For Official Use Only

Date Submitted to
the Bank: _____

Division: _____

Department: _____